



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

February 28, 2002

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-49

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: U.S. Savings Bond Program

The Division of Administration, Office of State Uniform Payroll has an agreement with National Bond & Trust Company (NBT) to administer the U.S. Savings Bond payroll deduction program for all employees paid through ISIS HR. As a licensed Issuing Agent of the U.S. Treasury, National Bond & Trust handles all aspects of the bond program. Employees have the option to purchase the new Series I Bonds or EE bonds through the NBT program. National Bond & Trust will distribute promotional posters and informational literature, conduct on-site Savings Bond campaigns, issue and mail savings bonds to the bond owner, maintain the database of all bond information, and handle all bond related questions via National Bond & Trust's toll-free service line. NBT also offers a Bond Continuation Life Insurance program. Participation in either program is voluntary.

National Bond & Trust representatives will be contacting each agency location. **Please forward this notification to all field office locations and assist NBT in arranging on-site visits during working hours.** In this way each employee will have an opportunity to assess the bond information on an individual basis as needed. If there are any questions, please contact National Bond & Trust Customer Service at (800) 321-8024 or (800) 426-9314.

JWC/by/kmb